

Chief, Management Staff

30 August 1956

Chief, Records Management Staff

Weekly Report - Week Ending 29 August 1956

1. Four employee suggestions were evaluated and forwarded to the Incentive Awards Staff. We now have on hand 24 suggestions, the majority of which have had a preliminary review and a partial reply has been made to Incentive Awards Staff.
2. During the fiscal year 1956 the Agency purchased 546 new safe cabinets at a total cost of \$171,500. The average cost of safe file equipment for the fiscal years 1955 and 1956 was \$144,750 as contrasted to the average cost of \$604,500 for the fiscal years 1951 through 1954. Consequently, the average annual savings in the procurement of safe file equipment for fiscal years 1955 and 1956 amounted to \$459,750 as compared to fiscal years 1951 through 1954. The substantial reduction in the cost of filing equipment for the Agency is in direct correlation to the records disposition program. For instance, in 1951, we received 950 cubic feet of records in the Center whereas in the fiscal year 1956, 10,704 cubic feet of records were received in the Agency Records Center. It is interesting to note that the average annual savings in the procurement of safe cabinets for the past 2 years exceeds the estimated cost of the proposed addition to the Records Center.
3. A letter was prepared to the Bureau of the Budget for the signature of the DD/S in response to a request for information with respect to records retention practices and the establishment of liaison with the Bureau of the Budget on these matters.
4. The Area Records Officer in OSI has advised us that during the past fiscal year they have retired or destroyed more records than were created during the same period. They estimate that by following the records control schedule which we prepared in collaboration with them that they have brought about a savings of \$17,000 in filing equipment and space during the past fiscal year.
5. Eleven new and revised forms were completed.
6. Mr. [REDACTED] received 20 hours on-the-job training.

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7. The Area Records Officer for ORR advises us that they have saved \$10,460 in filing equipment by substituting non-safe cabinets for safe cabinets and using a vaulted area.

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 8/31/56
MgtS/RMS/[REDACTED]:pat (8/30/56)

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